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September 23, 2013

TO: Each Supervisor

FROM: Jonathan E. Fielding, M.D., M.P.H.
Director and Health Officer

SUBJECT: **NOTIFICATION OF THE USE OF DELEGATED AUTHORITY TO EXECUTE
AMENDMENT NUMBER 1 TO MASTER AGREEMENT WORK ORDER NUMBER
PH-001420-W2 WITH THE MIDCOM CORPORATION FOR TEMPORARY
PERSONNEL SERVICES**

This is to notify you that I am exercising the delegated authority approved by your Board on October 19, 2010, to execute amendments to temporary personnel services Work Orders that extend the term, rollover unspent funds, and/or increase or decrease each Work Order maximum obligation in an amount not to exceed \$399,999 annually, subject to review and approval by County Counsel, and notification to your Board.

Under the delegated authority referenced above, I will execute Amendment Number 1 to MAWO Number PH-001420-W2 with MIDCOM Corporation in the total amount of \$99,352, to extend the term on a month-to-month basis through January 31, 2014, to support six temporary personnel as follows:

- 1) Three HIV/STD Community Service Counselors for Project I at a total amount of \$53,965, 100 percent funded by the Centers for Disease Control and Prevention (CDC) Comprehensive HIV Prevention Projects (CHPP) funds;
- 2) Three HIV/STD Data Conversion Equipment Operator I for Project II at a total amount of \$45,387, 100 percent funded by CDC CHPP funds.

Implementation of Amendment 1 will allow the Department of Public Health (DPH) to continue to provide day-to-day operation of expanded HIV/STD testing services to new clinical and non-clinical venues to reach populations that continue to be disproportionately affected by HIV, and to provide services to verify and ensure accuracy of the data collected before it is entered into the Cardiff Teleform and Go Scan automatic data entry/processing systems.

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In the meantime, Amendment Number 1 will allow for the continuation of critical activities and allow time to complete a new work order solicitation for these services.

County Counsel has reviewed and approved Amendment Number 1 to MAWO PH-001420-W2 as to use and this delegated authority action.

If you have any questions or require additional information, please let me know.

JEF:MJP:ts
DA#02795

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors